

# ISSUING/USER DEPARTMENT'S RESPONSIBILITIES

- **PROJECT SUBMITTAL**

- Submit solicitation to DBD with all relevant information.
- RFP/RFQ unit shall submit a copy to DBD for preliminary review prior to final 'draft'.

- **SOLICITATIONS**

- The SBE Participation Provisions shall apply to every invitation to bid and request for proposals to which a SBE set-aside and/or subcontractor goal is applied.
- Set-aside contract should only be solicited from SBEs.
- Online bid announcement shall indicate applied measures.

- **BID PREFERENCE/SELECTION FACTOR**

- When bid submittals/proposals are received, DPM shall identify SBE vendors by commodity code via the DBD website: [www.miamidade.gov/dbd](http://www.miamidade.gov/dbd)
- If SBE vendors are identified, then the bid preference/selection factor will apply.

- **PRE-BID**

- DPM will advise DBD of all Pre-Bid conferences so that personnel from DBD may attend and properly advise bidders of the applicable SBE measures.

- **PRE-AWARD COMPLIANCE (set-asides and/or subcontractor goal)**

- Provide DBD with a memorandum requesting a compliance review to include copies of all bid submittals/proposals.